

	What to do	How to do it
1.	Make a calendar	12 slides with tables, or download a template
2.	Create a certificate	use shapes, borders, clip art and text boxes to create a certificate or download a template
3.	Create a web site	Create your slides and links, save it as a web page
4.	Make a photo/logo	Create the image you want using shapes, borders, clip art and photo effects. Group them! Right Click and Save as Photo
5.	Crop a photo	Use the image tools to crop and modify your picture (see above)
6.	Make a Photo Album/Slideshow	Insert Photo Album
7.	Create a Card	Use Shapes, borders, photos, and rotation to create a foldable card or download a template
8.	Make it interactive!	Set up your show to run as a kiosk, add navigation buttons and make it an interactive announcement board
9.	Make it run on it's own	Rehearse your timings and set your Show to run by itself for an announcement board
10.	Turn it into photos	Save as jpeg. Put it on a card and you can turn a Digital Photo frame into an announcement board.